D. *The Recruitment Process:*

3. *Required and desired skills*:

a. Resumix uses "skills" to distinguish the highly qualified applicants, which are shortened versions of the old Knowledges, Skills and Abilities. There are two types of skills:

REQUIRED SKILLS: Job-related skills which applicants must possess to successfully perform the duties of the position within a reasonable period of time.

DESIRED SKILLS: Job-related skills that are desirable but not required for successful job performance. These are skills that can be learned on the job. It is necessary for you to identify the required and desired skills relevant to the position be filled, and to enter this information in part D of the PERSACTION SF52 (reference SOP #E-98-03).   You will need to state these skills in one or two word statements. See part D of the sample PERSACTION SF52.

IMPORTANT: **You must protect the confidentiality of the required and desired skills.   This information is the candidate evaluation criteria.**

4.   *Other information*:   It is also necessary for you to identify any special requirements of the position (see SOP #E-98-03), such as Acquisition Certification, maximum entry age, security clearance requirements, required travel, licenses, employment physicals, drug tests, etc. Please also, as selecting official, include your name, email address, DSN phone, FAX number, and mailing address.

5. *Forwarding the PERSACTION SF52:*

a. Once your PERSACTION SF52 is completed, you need to send your request through your organization's established channels, to your local servicing CPAC. Your CPAC representative will review the PERSACTION SF52, ensure that all required information is included, and contact you to discuss your recruitment options, as necessary.

b. The CPAC representative will then forward the PERSACTION SF52 to the WCPOC Classification Division. The Classification Division representative will

ensure that the position description and associated data elements are accurate and ready to process. The Classification Division representative will then flow the PERSACTION SF52 to the WCPOC Staffing Services Division.

c. The WCPOC Staffing Services Division will begin the recruitment process. This entails initiating procedures to clear the DOD Priority Placement Program (PPP) during the recruitment process, entering your vacancy information on the Recruitments in Progress (RIP) (see block below) on our web page, and beginning the referral procedures. The WCPOC representative developing the Resumix referral will contact you (at the phone number you provided on the PERSACTION SF52) to further discuss the required and desired skills and to refine the skills if necessary. The completed referral will then be forwarded to you via email with a copy to the CPAC. The WCPOC Staffing Services Division has a working standard to issue Resumix referrals within five days of receipt of the PERSACTION SF52 in the Staffing Services Division.

***Recruitments in Progress (RIP)* is a listing of all recruits action in the WCPOC Staffing Services Division (SSD) that are currently being processed. The recruit action is placed on the RIP listing when it is received in WCPOC SSD and removed from the RIP listing when a referral list is issued, committed to a priority candidate, or canceled by management. Referrals are issued as soon as possible, therefore candidates who do not already have their resume on file, may miss consideration.**